

# YORK COUNTY ARTS COMMISSION

## PROJECT GRANT POLICIES

### Criteria For Project Grant Funding

Individuals and organizations are eligible to receive a grant from the York County Arts Commission if:

- \* The organization is not-for-profit and is exempt from Federal income tax under provisions of the Internal Revenue Code;
- \* They produce, present, or support dance, literary arts, media arts, music, theater, museums, visual and related arts;
- \* They perform or offer activities/services in Williamsburg, James City County, or York County, which also serve the citizens of York County;
- \* Their performances, projects, or services are accessible to handicapped individuals and the public at large;
- \* Their performances, projects, or services which are not held in Williamsburg, James City County, or York County are deemed by the Commission to directly benefit the citizens of York County;
- \* Activity will take place during the fiscal year for which the grant is requested.

### General Consideration

- \* All funding requests must be submitted on Commission forms. Requests must be made in accordance with Commission deadlines. **One** (1) original (with original signature) and **six** (6) complete copies of the grant application must be submitted to the Commission. If sending supplemental information (brochures, newspaper articles, etc.), please send only **one** (1) copy of each.
- \* The Commission looks more favorably upon applications which show evidence of financial assistance from sources other than the York County Arts Commission.
- \* Sound management, adequate fiscal responsibility, and the overall quality of proposed projects are major factors in evaluating funding requests.
- \* Projects, performances, and/or services already completed will not be considered for funding.
- \* A signed application form is the applicant's agreement to provide the described service and to comply with the York County Arts Commission Project Grant Policies.

- \* Notification shall be given to the Commission in advance of major changes or cancellations in activities, personnel, or budget described in the application. The Commission reserves the right to recommend adjustment to grant funding if, in its opinion, these changes so dictate said action.
- \* Support for an organization or project does not imply future Commission support. Applications must be made each year and will be considered in relation to other applications.

### **Reporting Requirements**

- \* The Commission requires completion and return of the final report that is included in the grant application package from each grant recipient by the last Friday in June for the fiscal year in which the grant was received.
- \* Each grant recipient must maintain accurate financial records for any activity supported by Commission funds. The Commission shall have access to these records.

### **Acknowledgment**

- \* In all published material and announcements regarding the particular activity supported, acknowledgment must be made that the activity is partially supported by a grant from York County.

### **Grant Payments**

- \* Grant monies will be awarded with a one-time, lump sum payment. Payment can be expected by the end of August.

**YORK COUNTY ARTS COMMISSION  
PROJECT GRANT  
FY2008 (July 1, 2007 – June 30, 2008)**

Deadline for submission: **Monday, February 5, 2007 by 4:00 pm. This is not a postmark deadline.**  
One (1) original (with original signature) and six (6) complete copies are to be mailed to York County Arts Commission, Attn: Chad Edmondson, P.O. Box 532, Yorktown, VA 23690.

**PREVIOUSLY SUBMITTED DOCUMENTATION/MATERIAL THAT HAS NOT CHANGED SINCE LAST SUBMISSION SHOULD NOT BE RESUBMITTED.**

Date of application \_\_\_\_\_ Organization's FY dates \_\_\_\_\_

I. Name of Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_

Contact person and title \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

II. Amount of funding requested \_\_\_\_\_

Amount requested is what percentage of estimated project budget: \_\_\_\_\_

III. Project/Performance Title: \_\_\_\_\_

A. Start and end date of proposed project/performance \_\_\_\_\_

B. List the goals and objectives of the proposed project/performance.

C. In the space provided below, briefly summarize the grant proposed project/performance. Limit to 50 words or less.

D. In the space provided, please indicate the appropriate information regarding the proposed project/performance. Performance dates must fall within July 1, 2007–June 30, 2008.

<u>ACTIVITY</u>	<u>DATE</u>	<u>FACILITY</u>	<u>VOL.</u>	<u>HOURS</u>	<u>AUD.</u>	<u>SIZE</u>	<u>AUDIENCE BEING SERVED</u> <u>(SRS./MINORITIES/SPECIAL POP.)</u>
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

E. If you would like these performances to be highlighted on the York County Tourism/Arts

Commission website, please check the appropriate box.

YES \_\_\_\_\_

NO \_\_\_\_\_

In order to be included on the calendar, you must complete the attached Event form and send to Chad Edmondson for inclusion in the calendar.

F. Who will be in charge of the artistic direction of each project/performance? List title and principal qualifications. (Previous grant recipients only need to update past resources submitted and/or attach new resumes.)

G. If applicable, give the name(s) of any organization(s), other than the applicant, that will assist in the project/performance. Describe the nature of the assistance.

IV. Is this a new project/performance, one time only or expansion of a project already in existence? Is it a pilot for a future project/performance?

V. How will you modify your plans if you receive partial or no funding rather than full funding? What other funding will you use?

# **PROJECT GRANT BUDGET AND SUMMARY FINANCIAL STATEMENT**

REVENUE

TOTAL FINANCIAL INFORMATION

PROJECT BUDGET

Actual

Estimated

Proposed

	Last FY	Current FY	FY of grant
RETAINED EARNINGS	_____	_____	_____
CONTRIBUTIONS/GRANTS	_____	_____	_____
EARNED INCOME	_____	_____	_____
FUND RAISING	_____	_____	_____
OTHER	_____	_____	_____
_____	_____	_____	_____
<b>TOTALS:</b>	_____	_____	_____

EXPENSES	<u>TOTAL FINANCIAL INFORMATION</u>		<u>PROJECT BUDGET</u>
	Actual Last FY	Estimated Current FY	Proposed FY of grant
ADMINISTRATIVE			
SALARIES	_____	_____	_____
OTHER ADMIN. COSTS	_____	_____	_____
ARTIST/PERFORMER/ LECTURER FEES	_____	_____	_____
ADVERTISING/ FUND RAISING COSTS	_____	_____	_____
OPERATIONAL EXPENSES	_____	_____	_____
OTHER	_____	_____	_____
_____	_____	_____	_____
<b>TOTALS:</b>	_____	_____	_____

NET INCOME DEFICIT \_\_\_\_\_

The undersigned certifies that, to the best of his/her knowledge, the information in this application is

true and correct.

\_\_\_\_\_  
Signature of Authorizing Official

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

Attachments:

- \_\_\_\_\_ List of Board members/trustees, including addresses and positions held on the Board.
- \_\_\_\_\_ Copy of Federal tax exemption letter. (If a copy has been submitted to this commission with a prior application, there is no need to resubmit unless tax status has changed)

**Deadline is Monday, February 5, 2007 by 4:00 pm. Applications received after that date will not be considered for funding.**

Submit one (1) original (with original signature) and six (6) complete copies of the application and attachments to: (**Note:** Only **one** copy of any supplemental materials such as brochures, newspaper articles, etc., should be submitted with application.)

**Mailing Address:**

YORK COUNTY ARTS COMMISSION  
County of York  
P. O. Box 532  
Yorktown, VA 23690

**Street Address:**

YORK COUNTY ARTS COMMISSION  
c/o York County Parks & Recreation  
100 County Drive  
Yorktown, VA 23692

**Contact Info.**

Chad Edmondson  
(757) 890-3500  
chad.edmondson@yorkcounty.gov

YORK COUNTY ARTS COMMISSION  
FINAL REPORT - Fiscal Year 2007

For monies received July 1, 2006 – June 30, 2007

Deadline is Friday, June 29, 2007

Date \_\_\_\_\_

Name of Organization \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Type of grant received: \_\_ Project Grant \_\_ Challenge Grant

Amount of York County grant money received \$ \_\_\_\_\_

Monies received were what percentage of total actual budget? \_\_\_\_\_

Other income sources supporting the project \_\_\_\_\_

The grant fund was spent to accomplish: List Below:

Project/Performance	Date (s)	Location
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Please provide two copies of all programs or similar materials from the projects supported by the Arts Commission. These items should be attached or included with your final report form.**

Approximate number of:

Volunteers \_\_\_\_\_

Participant's \_\_\_\_\_,

Audience \_\_\_\_\_

How did these funds benefit the local community?

\_\_\_\_\_  
Signature (President or Treasurer)

**\*DEADLINE FOR THIS FORM TO BE RECEIVED IS FRIDAY JUNE 29, 2007.**

**A FINAL REPORT IS REQUIRED FOR CONSIDERATION FOR FUTURE FUNDING.**